



SEMP-06		U.S. Army-Hawaii	
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SEMP-06: Resources, Roles, Responsibility and Authority

1. Purpose

The purpose of this document is to provide a standard procedure to define the necessary roles and resources (human, technological and financial) to facilitate effective environmental management, and to ensure the effective implementation and control of the Sustainable Environmental Management (SEM) system. Implementation of this procedure will ensure that the roles, responsibilities and authorities with regard to the SEM system and performance are defined, documented, and communicated. This procedure defines responsibilities for and includes references to other SEM procedures.

2. Definitions

Definitions and acronyms are included in the SEM Manual.

3. Requirement [ISO 14001:4.4.1] and Related Procedure

ISO Requirement	Procedure
Management shall ensure the availability of resources essential to establish, implement, maintain and improve the environmental management system. Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.	<p>U.S. Army-Hawaii receives funding from the Headquarters, Department of the Army (HQDA).</p> <p>The Installation Management Command (IMCOM) Pacific Region is responsible for developing and updating the annual funding guidance, allocating and monitoring environmental funds to the U.S. Army-Hawaii.</p> <p>The Army Environmental Command (AEC) is responsible for providing command oversight and guidance for execution of IMCOM environmental funds.</p> <p>Human resources are allocated by the U.S. Army through the Table of Organization and Equipment (TOE) and Table of Distribution and Allowances (TDA). TDAs form the infrastructure of the Army. They are generally non-combat, non-deployable workload based units. AUGTDAs are augmentation table of distribution and allowances units.</p> <p>MTOEs form the "go to war" units of the Army, whether those units are direct combat (infantry, armor, and artillery), CS (engineer, signal, military police) or CSS (quartermaster, maintenance, and medical) units.</p> <p>Information Technology (IT) is provided by the installation Directorate of Information Management (DOIM).</p>
Roles, responsibilities and authorities	Roles, responsibilities and authorities within the scope of this

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shall be defined, documented and communicated in order to facilitate effective environmental management.	SEM are defined and documented through the SEM Manual and communicated to the appropriate personnel to facilitate effective environmental management.
The organization's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for a) ensuring that an environmental management system is established, implemented and maintained in accordance with the requirements of this International Standard, b) reporting to top management on the performance of the environmental management system for review, including recommendations for improvement.	The Garrison Commander (GC) in coordination with the Deputy Garrison Commander (DGC), the Garrison Executive Officer (XO) and supported by the Sustainable Environmental Management Program Manager (SEMPM) and the environmental division staff, is designated as the Sustainable Environmental Management Representative (SEMR). The SEMPM is responsible for overall management system coordination and for reporting management system performance to top management. The Installation Environmental Division Chief (IEDC), the SEMPM, and environmental staff meet regularly with the installation senior leadership and when appropriate briefs them on the performance of the SEM, including recommendations for improvement.

4. Responsibilities

The following table is an aggregate listing of Responsibilities as listed in each of the 18 Sustainable Environmental Management Procedures.

Responsible Party	Responsibilities
Garrison Commander (GC)/ Sustainable Environmental Management Representative (SEMR)	<ul style="list-style-type: none">• Serves as the designated Sustainable Environmental Management Representative (SEMR). (<i>SEMP-01</i>)• Ensures the U.S. Army-Hawaii SEM is mission-enhancing and supports the installation's long term sustainability goals. (<i>SEMP-01/18</i>)• Ensures appropriate Command emphasis and resources are allocated to:<ul style="list-style-type: none">○ Implement and maintain the SEM system. (<i>SEMP-01</i>)○ Maintain compliance with legal and other environmental requirements. (<i>SEMP-04/14</i>)○ Implement corrective and preventive actions and promote continual improvement of the SEM. (<i>SEMP-15</i>)○ Support the conduct of internal SEM audits. (<i>SEMP-17</i>)○ Compliance with SEM awareness training requirements and other environmental competency training. (<i>SEMP-07</i>)• Reviews, assigns, approves, and/or issues:

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	<ul style="list-style-type: none">○ The Environmental Policy. (SEMP-02)○ The U.S. Army-Hawaii SEM Manual. (SEMP-01/09/10)○ Environmental Objectives and Targets (O&T). (SEMP-05)○ Results of monitoring and measurement. (SEMP-13)○ Installation-wide, mandated compliance inspection procedures and SEM internal audit procedures. (SEMP-14/17)○ Compliance trends and the successes or failures of meeting applicable regulatory and SEM requirements. (SEMP-14/17)○ Nonconformity issues, and directs units/organizations to implement changes as necessary. (SEMP-15)○ Environmental-related policies, Command directives, management plans and guidance documents designed to control the installation's activities and processes associated with significant environmental aspects. (SEMP-10/11)○ Emergency Preparedness and Response procedures affecting Garrison-wide operations. (SEMP-12)○ The results of the internal audit. (SEMP-17)○ The SEM to ensure its continued suitability, adequacy and effectiveness. (SEMP-18) <ul style="list-style-type: none">● Provides Command emphasis for reviews, coordinates, and/or participates in internal communication and formal external communication, and forwards incoming communication to appropriate personnel. (SEMP-08)● In coordination with PAO, determines what SEM information shall be readily available or available upon request to the public. (SEMP-08)● Directs units/organizations to implement the operational controls and the Emergency Preparedness and Response procedures applicable to their respective operations. (SEMP-11/12)● Participate in:<ul style="list-style-type: none">○ External and internal compliance inspections and SEM conformance audits, as necessary. (SEMP-13/14/17)○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. (SEMP-14)● Provides input and directs changes as necessary to promote continual improvement of regulatory compliance and the SEM (SEMP-03/05/13/14/17/18).● Ensures that SEM internal audits are conducted. (SEMP-17)
Senior Commanding General (8th Theater Sustainment Command)	<ul style="list-style-type: none">● Endorses the Garrison's Environmental Policy and instructs subordinate units to implement the policy within their respective organization. (SEMP-02)

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Installation Management Command (IMCOM) and/or Army Environmental Command (AEC)	<ul style="list-style-type: none">• Provides information on new and/or revised laws, regulations, and other environmental requirements to the IEDC and installation environmental staff. (<i>SEMP-04</i>)• Provides technical and/or funding support to assist U.S. Army-Hawaii in meeting its legal and other environmental requirements. (<i>SEMP-04</i>)• Conducts EPAS evaluations generally every three years or as deemed appropriate by AEC. (<i>SEMP-13/14</i>)• Reviews/tracks status of corrective and preventive actions identified as part of external EPAS evaluations and SEM audits. (<i>SEMP-15</i>)
Staff Judge Advocate (Environmental Attorney)	<ul style="list-style-type: none">• Advises the GC, IEDC and environmental staff on legal matters affecting the installation's environmental responsibilities and the SEM. (<i>SEMP-04</i>)
Public Affairs Office (PAO)	<ul style="list-style-type: none">• Assist in developing the installation Environmental Policy. (<i>SEMP-02</i>)• Ensures that the Environmental Policy is freely available to any member of the general public or external interested parties upon request and is available on the Garrison website. (<i>SEMP-08</i>)• Assist the SEMPM in establishing the installation environmental communication procedure. (<i>SEMP-08</i>)• Reviews, coordinates, and/or participates in internal and formal external communication, and forwards incoming communication to appropriate personnel. (<i>SEMP-08</i>)• In coordination with the Garrison Commander, determines what SEM information shall be readily available or available upon request to the public. (<i>SEMP-08</i>)• Assist in preparing SEM information for mass communication (e.g., e-mails, installation newspaper, USAG-HI website). (<i>SEMP-08</i>)
Directorate of Public Works Director (DPWD)	<ul style="list-style-type: none">• Meets with the GC on a regular basis and informs him of current Environmental issues as appropriate. (<i>SEMP-18</i>)
Directorate of Plans, Training, Mobilization and Security (DPTMS)	<ul style="list-style-type: none">• Identifies potential emergency situations that could occur at the installation and ensures applicable Emergency Preparedness and Responses procedures are developed.• Maintains the Installation Antiterrorism-Force Protection Plan, Wildland Fire Management Plan and Disaster Preparedness Operations Plan.• Plans and schedules exercises to test all emergency procedures periodically.
Directorate of Emergency Services (DES)	<ul style="list-style-type: none">• Provides support to the DPTMS in identifying potential emergency situations that could occur at the installation and assists in maintaining applicable Emergency Preparedness and Responses procedures.

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Federal Fire Department - US Navy	<ul style="list-style-type: none">• Responds to all fires and emergencies on the installation with the exception of wildland fires.
Installation Fire Department	<ul style="list-style-type: none">• Responds to wildland fires on ranges and other unimproved land areas under the responsibility of the installation.
Installation Environmental Division Chief (IEDC) and Branch Chiefs	<ul style="list-style-type: none">• Meets regularly with installation senior leadership and briefs them on SEM performance, including necessary resourcing. (SEMP-06)• Oversees:<ul style="list-style-type: none">○ The proper implementation, maintenance and continual improvement of the SEM. (SEMP-01)○ Monitoring and measurement of the installation's aspects, objectives and targets. (SEMP-13)○ The management and documentation of compliance inspections and audits. (SEMP-14)○ Environmental Division personnel to ensure that records are properly managed. (SEMP-16)• Ensures that:<ul style="list-style-type: none">○ The documented scope accurately reflects the intent of the installation's SEM. (SEMP-01)○ Objectives and targets are established and reviewed periodically (SEMP-03/05).○ Environmental training is provided, and records are maintained. (SEMP-07)○ The SEM Manual is reviewed annually and maintained as necessary. (SEMP-09)○ Approved versions of SEM controlled documents relating to environmental aspects are readily available and identifiable. (SEMP-10)○ Legal requirements are taken into account in establishing and maintaining the SEM. (SEMP-04)• Coordinates with applicable parties to develop and implement an Environmental Policy. (SEMP-02)• Reviews:<ul style="list-style-type: none">○ The policy, and updates as needed. (SEMP-02)○ Results of inspections and audits with senior management. (SEMP-14)○ Any documented corrective action requests, and forwards issues to senior management as required. (SEMP-15)• Provides information on new and/or revised laws, regulations, and other environmental requirements affecting the installation to the GC and senior staff as appropriate. (SEMP-04)• Reviews, coordinates, and/or participates in internal and formal external communication, and forwards incoming communication to appropriate

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	<p>personnel. (SEMP-08)</p> <ul style="list-style-type: none">• In coordination with the Garrison Commander and PAO, determines what SEM information shall be readily available or available upon request to the public. (SEMP-08)• Has the ultimate responsibility for SEM document control and response procedures related to environmental protection (SEMP-10/12).• Maintains index of environmental controlled documents. This index is maintained on the Environmental Division shared drive. (SEMP-10)• Works with appropriate personnel to review and approve response procedures. (SEMP-12)• Participate in:<ul style="list-style-type: none">○ External and internal compliance inspections and SEM conformance audits, as necessary. (SEMP-13/14/17)○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. (SEMP-14)• If deemed necessary, will pursue written action against a party that is not in conformance. (SEMP-15)• Meets with top management on a regular basis and informs them of current SEM issues. (SEMP-18)
SEM Program Manager (SEMPM)	<ul style="list-style-type: none">• Coordinates:<ul style="list-style-type: none">○ With applicable parties to develop the scope of the SEM, the Environmental Policy, and objectives and targets. (SEMP-01/02/05)○ With Environmental Division Program Managers to maintain the <i>SEMPs 10 & 16: Inventory of Documents and Records</i>. (SEMP-10/16)○ With Environmental Division Program Managers to ensure revised or new requirements are incorporated in the Internal Assessment Plan (SEMP-14) and updates the legal requirements inventory on the Environmental Division shared drive. (SEMP-04)○ Actions that must be taken to resolve SEM related issues. (SEMP-08)○ SEM awareness training program. (SEMP-07)• Assigns risk scores and establishes the significance for environmental aspects using the EMIS database. (SEMP-03)• Ensures:<ul style="list-style-type: none">○ Environmental training incorporates significant aspects. (SEMP-03)○ That the inputs and outputs of management reviews during one internal audit cycle include all applicable elements. (SEMP-18)○ That documents are kept current on the Environmental Division shared drive. (SEMP-09)

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	<ul style="list-style-type: none">○ That approved versions of SEM controlled documents relating to environmental aspects are readily available, legible, and that changes and the current revision date of the documents are easily identifiable. <i>(SEMP-10)</i>○ Selection of an appropriate audit team. <i>(SEMP-17)</i>● Monitors U.S. Army-Hawaii's SEM to ensure that it meets the ISO 14001:2004 standard and Army Regulation (AR) 200-1. <i>(SEMP-04)</i>● Documents, reviews, and tracks performance of approved O&T <i>(SEMP-05)</i>● Reviews, coordinates, and/or participates in internal and formal external communication, and forwards incoming communication to appropriate personnel. <i>(SEMP-08)</i>● In coordination with applicable parties, determines what SEM information shall be readily available or available upon request to the public. <i>(SEMP-08)</i>● Prepares and disseminates SEM-related information. <i>(SEMP-08)</i>● Periodically reviews and updates the SEM Manual and SEM documentation as necessary. <i>(SEMP-09/10)</i>● Maintains:<ul style="list-style-type: none">○ Index of environmental controlled documents. <i>(SEMP-10)</i>○ Index of controlled documents and records. <i>(SEMP-12)</i>○ Audit records and reports. <i>(SEMP-17)</i>● Host CFT meetings periodically and discuss environmental performance/concerns of units/organizations represented by their CFT members. <i>(SEMP-13)</i>● Participate in:<ul style="list-style-type: none">○ External and internal compliance inspections and SEM conformance audits, as necessary. <i>(SEMP-13/14/17)</i>○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. <i>(SEMP-14)</i>● Tracks documentation of compliance inspections and audits. <i>(SEMP-14)</i>● Tracks and reports, to higher Commands (e.g. IMCOM, AEC), the status of corrective and preventive actions identified as part of external EPAS evaluations and SEM audits. <i>(SEMP-15)</i>● Conducts or coordinates internal SEM audits annually. <i>(SEMP-17)</i>● Tracks the completion and effectiveness of corrective actions. <i>(SEMP-17)</i>● Prepares and retains a record of the management reviews on the
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	Environmental Division shared drive. (SEMP-18)
Environmental Division Staff	<ul style="list-style-type: none">• Assist in the development of the SEM scope, Environmental Policy, activities and aspects. (SEMP-01/02/03)• Reviews the legal and other requirements pertaining to their specific program areas and for informing affected units/organizations (including tenants, contractors) of their responsibilities and the specific procedure for complying with applicable regulations. (SEMP-04)• Maintains and/or manages:<ul style="list-style-type: none">○ Facility environmental permits issued by regulatory agencies. (SEMP-04/10)○ Internal and external communication, and documents and records for their respective program areas. (SEMP-08/09/14/15/16)○ Garrison-wide operational controls. (SEMP-13)○ Applicable monitoring equipment calibration records. (SEMP-13)• Determines the specified levels of environmental regulatory training appropriate for personnel involved with significant environmental aspects of activities, products and services. (SEMP-07)• Provides/coordinates media specific training to comply with Environmental Regulations as necessary. (SEMP-07)• Communicate results of environmental compliance inspections to applicable parties. (SEMP-08)• Prepares and disseminates environmental related information thru "On-The-Job Training (OJT)." (SEMP-08)• Participates in and/or assists with:<ul style="list-style-type: none">○ Identification, tracking, and updating of objectives and targets for their respective program areas. (SEMP-09/13)○ Development of Garrison-wide operational controls. (SEMP-11)○ CFT and EQCC meetings; internal compliance assessments and SEM internal audits; and external EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies. (SEMP-13/14)• Ensures:<ul style="list-style-type: none">○ That controlled documents are updated as required by applicable regulations, and that most recent versions are available to appropriate users. (SEMP-10/12)○ That monitoring requirements are met. (SEMP-13/14)○ That the corrective and preventive actions were completed. (SEMP-15)○ That all applicable legal requirements are being met or addressed.

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	<p>(SEMP-04)</p> <ul style="list-style-type: none">• Identify potential emergencies/accidents that can impact the environment, and document appropriate prevention, response and mitigation procedures in a plan or SOP. (SEMP-12)• Investigates documented nonconformities to determine cause and identifies possible steps to prevent recurrence. (SEMP-15)• Evaluates the effectiveness of corrective and preventive actions taken and recommends changes as necessary. (SEMP-15)• Assists with audit coordination and execution. (SEMP-17)• Provides inputs for management reviews during the EQCC and CFT meetings. (SEMP-18)
Unit Commanders, Department Heads, Directors and Supervisors	<ul style="list-style-type: none">• Ensures:<ul style="list-style-type: none">○ their respective unit/organization participates in the installation SEM at the appropriate level. (SEMP-01)○ that unit/organization staff attends required training, and maintains training records. (SEMP-07)• Assist developing and implementing the installation Environmental Policy. (SEMP-02)• Assists the SEMPM in identifying activities and environmental aspects in their respective organizations. (SEMP-03)• Reviews, coordinates, and/or participates in internal communication. (SEMP-08)• Coordinate with the Environmental Division and personnel under their direction, as needed, to ensure current versions of pertinent environmental controlled documents are available. (SEMP-10)• Review the successes or failures of complying with applicable operational controls and regulatory requirements within their respective unit/organization and implement corrective actions as necessary. (SEMP-04/11/14)• Communicate, enforce, and review the environmental performance of their respective unit/organization pertaining to compliance with legal and other requirements, operational controls, emergency preparedness and response, significant environmental aspects and their units/organizations' successes or challenges in achieving the environmental objectives and targets. (SEMP-04/11/12/13)• Direct changes as necessary to promote continual improvement of their

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	<p>unit/organization environmental performance. (<i>SEMP-13</i>)</p> <ul style="list-style-type: none">• Participate in:<ul style="list-style-type: none">○ External and internal compliance inspections and SEM conformance audits, as necessary. (<i>SEMP-13/14/17</i>)○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. (<i>SEMP-14</i>)• Direct changes as necessary to promote continual improvement of their unit/organization compliance posture with environmental regulations and the SEM. (<i>SEMP-14/17</i>)
Activity and Process Owners	<ul style="list-style-type: none">• Demonstrate competence in performing the tasks that may have significant environmental impacts on the basis of appropriate education, training and/or experience. (<i>SEMP-07</i>)• Complete required environmental training. (<i>SEMP-07</i>)• Implement changes in work practices as identified in corrective and preventive action plans. (<i>SEMP-15</i>)• Report any successes or challenges in implementing corrective and preventive actions to their Supervisors, ECOs, CFT representatives or the Environmental Division. (<i>SEMP-15</i>)
General Workforce (Military, Civilian, Contractors, and other employees)	<ul style="list-style-type: none">• Understand and comply with their environmental duties as applicable. (<i>SEMP-01</i>)• Responsible for knowing and abiding by:<ul style="list-style-type: none">○ The Environmental Policy. (<i>SEMP-02</i>)○ The environmental requirements, operational controls, objectives and targets, and Emergency Preparedness and Response procedures affecting their work practices. (<i>SEMP-04/11/12/13/14</i>)○ The installation environmental communication procedure. (<i>SEMP-08</i>)• Implement applicable environmental requirements, operational controls, objectives and targets, Emergency Preparedness and Response procedures, corrective and preventive actions, and SEM requirements. Communicate progress, successes and challenges with their Supervisors, CFT representatives or the Environmental Division. (<i>SEMP-04/05/08/11/12/13/14/17</i>)• Complete and understand required environmental training to comply with environmental regulations, and maintain training records. (<i>SEMP-07</i>)• Verify that printed documents, operational controls, and Emergency Preparedness and Response Procedures are current prior to use. (<i>SEMP-10/11/12</i>)

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	<ul style="list-style-type: none">• Participate in:<ul style="list-style-type: none">○ External and internal compliance inspections and SEM conformance audits, as necessary. (SEMP-13/14/17)○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. (SEMP-14)• Calibrate and maintain applicable monitoring equipment. (SEMP-13)• Implement changes in work practices as identified in corrective and preventive action plans, and to ensure conformance with SEM requirements. (SEMP-15/17)
Plans Analysis and Integration Office (PAIO)	<ul style="list-style-type: none">• Host the installation Strategic Sustainability Planning Conference, annually, with participation by U.S. Army Hawaii Command, senior leaders, directors, managers, soldiers, and other stakeholders as appropriate. (SEMP-05)
Strategic Sustainability Planning Board	<ul style="list-style-type: none">• Actively participate in the development of Garrison Hawaii's 25-Year Strategic Sustainability Goals and 5-Year Objectives, which will lead toward achievement of the 25-Year goals. (SEMP-05)
Environmental Quality Control Committee (EQCC) Members	<ul style="list-style-type: none">• Assist in development of the SEM scope, Environmental Policy, and objectives and targets. (SEMP-01/02/09)• Communicate/implement relevant information regarding the SEM scope, Environmental Policy, significant aspects, objectives and targets, legal and other requirements, operational controls, and Emergency Preparedness and Response procedures, within their respective organization. Review and communicate the units/organizations' success or challenges. (SEMP-01/03/04/05/07/11/12/13)• Reviews:<ul style="list-style-type: none">○ The successes or failures of meeting regulatory requirements, objectives and targets, operational controls, Emergency Preparedness and Response procedures, and SEM requirements within their respective unit/organization, and implement corrective actions as necessary. (SEMP-04/05/11/12/13/17)○ And endorses the installation's significant environmental aspects; objectives and targets; installation-wide, mandated compliance inspection procedures; installation-wide, SEM internal audit procedures; changes to the SEM Manual. (SEMP-03/05/09/13/14/17)○ Compliance trends, nonconformity issues, and the results of internal audits. Implements changes as necessary. (SEMP-14/15/17)• Review, coordinates, and/or participates in internal communication. (SEMP-08)• Coordinate with the Environmental Division and personnel working within their unit/organization, as needed, to ensure current versions of pertinent

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	<p>environmental controlled documents are available. (<i>SEMP-10</i>)</p> <ul style="list-style-type: none">• Provide input and directs changes within their respective unit/organization as necessary to promote continual improvement of the SEM and regulatory compliance. (<i>SEMP-14/17/18</i>)• Participate in:<ul style="list-style-type: none">○ External and internal compliance inspections and SEM conformance audits, as necessary. (<i>SEMP-13/14/17</i>)○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. (<i>SEMP-14</i>)
Cross Functional Team (CFT) Members	<ul style="list-style-type: none">• Assist in development of the SEM scope, Environmental Policy, significant aspects, and objectives and targets. (<i>SEMP-01/02/03/05/09</i>)• Communicate/implement relevant information regarding the SEM scope, Environmental Policy, significant aspects, objectives and targets, legal and other requirements, operational controls, and Emergency Preparedness and Response procedures, within their respective organization. Review and communicate the units/organizations' success or challenges. (<i>SEMP-01/03/04/05/07/11/12/13</i>)• Reviews:<ul style="list-style-type: none">○ The successes or failures of meeting regulatory requirements, objectives and targets, operational controls, Emergency Preparedness and Response procedures, and SEM requirements within their respective unit/organization, and implement corrective actions as necessary. (<i>SEMP-04/05/11/12/13/17</i>)○ And endorses the installation's significant environmental aspects; objectives and targets; installation-wide, mandated compliance inspection procedures; installation-wide, SEM internal audit procedures; changes to the SEM Manual. (<i>SEMP-03/05/09/13/14/17</i>)○ Compliance trends, nonconformity issues, and the results of internal audits. Implements changes as necessary. (<i>SEMP-14/15/17</i>)• Coordinate with the Environmental Division and personnel working within their unit/organization, as needed, to ensure current versions of pertinent environmental controlled documents are available. (<i>SEMP-10</i>)• Review, coordinates, and/or participates in internal communication. (<i>SEMP-08</i>)• Track and report to the SEMPM and their Supervisors, the environmental performance of their respective unit/organization pertaining to compliance with legal and other requirements, operational controls, emergency preparedness and response, significant environmental aspects and their units/organizations' successes or challenges in achieving the environmental

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	<p>objectives and targets. (<i>SEMP-13</i>)</p> <ul style="list-style-type: none">• Participate in:<ul style="list-style-type: none">○ External and internal compliance inspections and SEM conformance audits, as necessary. (<i>SEMP-13/14/17</i>)○ External EPAS evaluations, SEM external audits, and other external inspections conducted by regulatory agencies, as necessary. (<i>SEMP-14</i>)• Provide inputs for management reviews during the CFT meetings to promote continual improvement of regulatory compliance. (<i>SEMP-14/15/17/18</i>)
Environmental Compliance Officers (ECOs)	<ul style="list-style-type: none">• Responsible for knowing and abiding by or supporting:<ul style="list-style-type: none">○ The SEM scope and how it applies to their facility. (<i>SEMP-01</i>)○ The Environmental Policy. (<i>SEMP-02</i>)○ The environmental requirements, operational controls, objectives and targets, and Emergency Preparedness and Response procedures affecting their work practices. (<i>SEMP-04/11/12/13/14</i>)○ The installation environmental communication procedure. (<i>SEMP-08</i>)• Communicate/implement relevant information regarding the SEM scope, Environmental Policy, significant aspects, objectives and targets, legal and other requirements, operational controls, and Emergency Preparedness and Response procedures, within their facility. Review and communicate their facilities' success or challenges. (<i>SEMP-01/03/04/05/07/11/12/13</i>)• Coordinates with supervisors to ensure that the policy is communicated to all personnel and implemented within their facility. (<i>SEMP-02</i>)• Contacts the department head or supervisor when there is a change in the practice or operational control. (<i>SEMP-03</i>)• Complete the required initial ECO and annual refresher training. (<i>SEMP-07</i>)• Demonstrate competence in performing the tasks that may have significant environmental impacts on the basis of appropriate education, training and/or experience. (<i>SEMP-07</i>)• Perform quarterly training within their organization to ensure facility personnel are aware of their specific facility procedure as it relate to the significant environmental aspects of their activity and operation. (<i>SEMP-07</i>)• Coordinate with Environmental Division, as needed, to ensure current versions of pertinent environmental controlled documents, operational controls, and Emergency Preparedness and Response procedures are available. (<i>SEMP-10/11/12</i>)• Notify Environmental Division of changes in processes that should be noted in updates, affect the Emergency Preparedness and Response procedures, or

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	<p>affect operational controls. (SEMP-10/11/12)</p> <ul style="list-style-type: none">• Notify affected personnel under their direction of relevant changes to controlled documents, Emergency Preparedness and Response Procedures, and operational controls. (SEMP-10/11/12)• Conduct applicable internal inspections. (SEMP-13/14)• Participate in CFT and EQCC meetings, and internal and external compliance inspections and SEM audits as necessary. (SEMP-13/14/17)• Review the results of the internal audit and nonconformity issues within their respective facility and implement changes as necessary. (SEMP-15/17)• Report any successes or challenges in conforming with environmental regulations, operational controls, SEM requirements, and implementation of corrective and preventive actions to their Supervisors, CFT representatives or the Environmental Division. (SEMP-13/14/15/17)• Collect environmental records pertaining to their facility, and submit to the applicable Environmental Division staff, Program Manager or Inspector. (SEMP-09/16)
Contractors	<ul style="list-style-type: none">• Are environmentally aware and trained to the levels required by their contract specifications and assigned duties. (SEMP-01/07)• Responsible for knowing and abiding by:<ul style="list-style-type: none">○ The Environmental Policy. (SEMP-02)○ The environmental requirements, operational controls, objectives and targets, Emergency Preparedness and Response procedures, and SEM requirements affecting their work practices. (SEMP-04/11/12/13/14/17)○ The installation environmental communication procedure. (SEMP-08)• Responsible for ensuring that they obtain and use the most current version of environmental documents pertaining to the activities, product and/or services provided to the U.S. Army-Hawaii as part of their contracts. (SEMP -10)• Conduct applicable internal environmental compliance inspections of their operations. (SEMP-13/14/15)• Calibrate and maintain applicable monitoring equipment. (SEMP-13)• Adjust their work practices to ensure conformance with the SEM requirements. (SEMP-17)
Regional Contracting Office (RCO)	<ul style="list-style-type: none">• Coordinate with the Environmental Division to include SEM language and requirements in appropriate contract.

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5. References

- ISO 14001:2004(E), 4.4.1 Resources, Roles, Responsibility and Authority
- U.S. Army-Hawaii SEM Manual

Revision Date	Nature of Revision	Document Review Participants
18 Nov 09	Edited to reflect DES, DPTMS, Federal Fire and Installation Fire Departments roles and responsibilities.	Chantal Leonard
24 Jun 10	Updated to address internal audit finding	Jeff Stefani

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